
Chapter 28: Legislative Affairs Records

Assistant Secretary/Front Office**A280101 Correspondence File - Arranged chronologically**

Description: Files arranged by Action, Briefing and Information memorandums signed by the Assistant Secretary for Legislative Affairs. In addition, chronological files containing information notes from H to the Secretary, outgoing congressionals signed by the principals of H and any other documents of importance to the Program.

Disposition: Permanent. Retire when 2 years old to the Records Service Center (RSC). Transfer to the Washington National Records Center (WNRC) when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-40, item 1

A280102 Subject Files

Description: Files maintained for the Assistant Secretary and Deputy Assistant Secretaries containing information on legislative issues involving the Department and Congress. Contains incoming and outgoing congressionals, copies of congressional reports and legislation, memorandums, and cables on substantive issues to the Department.

Disposition: Permanent. Cut off at the end of incumbent's tenure and retire to the Records Service Center (RSC). Transfer to WNRC when 10 years old. Transfer to NARA when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-40, item 2

A280103a Document Tracking Log

Description: Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying document type, addressee, subject, date in, and comments. The tracking system is for the Information, Action and Briefing Memorandums and the chronological file maintained by the Staff Assistants.

a. Paper.

Disposition: Print out annually and retire with related Correspondence File.

DispAuthNo: N1-59-93-40, item 3a

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A280103b Document Tracking Log

Description: Electronic database on all outgoing correspondence signed by the Assistant Secretary, identifying document type, addressee, subject, date in, and comments. The tracking system is for the Information, Action and Briefing Memorandums and the chronological file maintained by the Staff Assistants.

b. Electronic.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-40, item 3b

A280104 Upcoming Activity Reports

Description: Reports identifying upcoming meetings on the Hill that are of interest to the Bureau.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-93-40, item 4

A280105 Daily Legislative Reports

Description: Summary of issues from the Congressional meetings identified in the Upcoming Activity Reports.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-40, item 5

A280106 Guest List File

Description: Copies of guest lists for 7th floor receptions identifying invited Congressmen and Senators.

Disposition: Block annually. Retain block 1 additional year then destroy.

DispAuthNo: N1-59-93-40, item 6

A280107 In-House Memorandums

Description: Internal memorandums to and from the subordinate offices to the Assistant Secretary conveying substantive issues, positions or information.

Disposition: Permanent. Cut off at the end of the year. Retire the block of records when 1 year old to the Records Service Center. Transfer to WNRC when 5 years old. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-40, item 7

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A280108 Interparliamentary Group

Description: Dues paid by the Department of State for those Members of Congress participating in international organizations. Consists of copies of the purchase order, letters submitted by the participating congressman requesting payment of dues and a copy of the check.

Disposition: Destroy when funds are obligated.

DispAuthNo: N1-59-93-40, item 8

A280109 Staff Meeting Agenda

Description: Notes taken for the Front Office staff meetings identifying action items to be completed by staff members. Identifies Action officer, issue, comments and action to be taken.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-40, item 9

A280110 Cabinet Council Report

Description: Weekly reports from Legislative Affairs to S/S-S summarizing Assistant Secretaries or Principals Congressional hearings, identifying the specific hearings, attendees, when and where the hearing is to take place.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-59-93-40, item 10

A280111 National Security Affairs Calendar

Description: Bi-weekly calendar of activities from NSC that is distributed to all section heads.

Disposition: Destroy when 1 month old.

DispAuthNo: N1-59-93-40, item 11

A280112 Night Notes

Description: Submissions to the Secretary's Morning Summary of summaries of Congressional sessions that occurred at night.

Disposition: Destroy when 3 months old.

DispAuthNo: N1-59-93-40, item 12

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A280113 Briefing Materials, Books, Etc.

Description: Briefing materials, books, questions and answers, etc. coordinated by the Bureau of Legislative Affairs from various Bureaus throughout the Department for the Secretary of State and other high level officials' testimonies before Congressional Hearings.

Disposition: Permanent. Retire after change of Administration to the RSC for transfer to WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-95-8, item 1

A280114 Special Collection

Description: Complete set of documents obtained from appropriate Bureaus that were submitted to Congressional Committees on specific issues or incidents that were under congressional investigation.

Disposition: Retire upon closure of the investigation. Destroy 5 years after closure of the investigation. Materials incorporated into or retired with records that are scheduled as permanent will be treated in the same manner as those files.

DispAuthNo: N1-59-95-8, item 2

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Office of Legislative Management**A280201 Program Files**

Description: Files arranged by the TAGS/Terms filing system, by country or by subjects on political, economic, management, and international issues. Contains background material, i.e. copies of cables, Congressional Records, legislation, Presidential decisions, press releases, news articles, publications, and responses to Members of Congress. Files are maintained for convenience and reference.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-37, item 1

A280202 Briefings File

Description: Arrangements for briefings and hearings requested by Members of Congress on economic and communication issues. Includes arrangements, meeting agendas, participants and summary of meetings.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-37, item 2

A280203 Weekly Legislative Highlights to the Secretary

Description: Summary of weekly activities on economic and international communications issues.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-37, item 3

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Office of Legislative Operations**A280301 Congressional Inquiries Unit - Congressional Inquiries**

Description: Routine requests from Congress for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. Information is arranged by region, country, or subject. Information is used as a reference file of current and frequently requested information.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 1

A280302 Congressional Inquiries Unit - White House Tours

Description: Requests for tickets for tours of the White House.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 2

A280303 Nominations Unit - Nominations

Description: Background information on nominees for Presidential appointees to positions in the State Department. Includes biographic information, resume, tracking worksheet and any other additional information regarding the nominee.

Disposition: Destroy 2 years after appointment.

DispAuthNo: N1-59-93-38, item 3

A280304 Nominations Unit - Biographic File

Description: Biographic information on ambassadors and assistant secretaries arranged alphabetically.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 4

A280305 Congressional Correspondence Unit - Congressional Inquiries

Description: Copies of all incoming and outgoing Congressionals filed alphabetically by Members of Congress.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-38, item 5

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A280306 Congressional Correspondence Unit - Weekly Correspondence Report

Description: Weekly report sent to each bureau identifying unanswered Congressionals.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 6

A280307 Legislative Reference Unit - Hearings/Transcripts File

Description: Copies of hearings, transcripts, testimonies, questions and answers in which the State Department was a participant. Arranged chronologically.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-93-38, item 7

A280308 Legislative Reference Unit - Published Hearings

Description: Final, published copies of Congressional hearings involving the Bureaus. Arranged by Bureau.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 8

A280309a(1) Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances

Description: a. Comments and clearances submitted by bureaus on legislation.

(1) Submissions with comments.

Disposition: Destroy after change of Administration.

DispAuthNo: N1-59-93-38, item 9a(1)

A280309a(2) Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances

Description: a. Comments and clearances submitted by bureaus on legislation.

(2) Submissions with no comments.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-38, item 9a(2)

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A280309b Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances

Description: b. Copies of final Executive Orders and Proclamations from the Federal Register.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 9b

A280309c Legislative Reference Unit - Legislation, Executive Orders and Proclamations Clearances

Description: c. Legislative Tracking System. Database on all submissions by the bureaus to legislation. Identifies action office, subject, legislation number, date, status of comments, clearance for OMB, etc.

Disposition: Retain until no longer needed.

DispAuthNo: N1-59-94-1, item 1

A280310 Legislative Reference Unit - Historical Records, 1945-1975

Description: Documentation on the origins of the Congressional relations function in the Department of State, lists of appearances by Secretaries of State Rusk, Rogers, and Kissinger, lists of consultations by Secretaries Dulles and Herter, and a list of Department of State participation in Congressional hearings.

Disposition: Permanent. Retire to RSC immediately for transfer to WNRC. Transfer to the National Archives in 2005.

DispAuthNo: N1-59-93-38, item 10

A280311 Legislative Reference Unit - Congressionally Mandated Reports

Description: Copies of submissions by the action bureau to Congressionally mandated reports on specific programs. Includes transmittal letters, requests by Congress, and response by the bureau.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-93-38, item 11

A280312 Legislative Reference Unit - Congressional Correspondence

Description: Copies of Bureau's response to congressional requests on legislation.

Disposition: Destroy when two years old.

DispAuthNo: N1-59-93-38, item 12

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A280313 Legislative Travel Unit - Travel Arrangements

Description: Documents on the travel arrangements made for Members of Congress to overseas posts. Information is alphabetically arranged by Codel or staffdel. Includes hotel arrangements, agenda, cables to and from posts, faxes, GTRs, authorization letter, funding authority and itinerary.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-38, item 13

A280314 Legislative Travel Unit - Financial Records

Description: Copies of documents on certain financial aspects of travel. Includes refunds, reimbursements and airline coupons.

Disposition: Destroy when 2 years old.

DispAuthNo: N1-59-93-38, item 14

A280315 Legislative Travel Unit - Travel List

Description: List identifying Codels and staffdels who have travelled and the location(s). List is updated weekly or bi-weekly.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-38, item 15

A280316 Legislative Travel Unit - Travel Advancement

Description: Copies of travel advancement for codels and staffdels.

Disposition: Destroy when 5 years old.

DispAuthNo: N1-59-93-38, item 16

A280317 Legislative Travel Unit - Government Travel Request (GTR)

Description: Copy of the GTR and flight itinerary. Arranged chronologically.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-38, item 17

A280318 Legislative Travel Unit - Electronic Record of Travel

Description: Database identifying who, where, when and why for Codel and staffdel travel.

Disposition: Delete when 5 years old.

DispAuthNo: N1-59-93-38, item 18

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A280319 Legislative Travel Unit - Historical Records

Description: Background information on the Congressional travel program, identifying government policies and procedures, budget issues, the law, etc.

Disposition: Destroy when no longer needed.

DispAuthNo: N1-59-93-38, item 19

A280320 Legislative Travel Unit - Chronological Files

Description: Copies of outgoing correspondence pertaining to travel of Members of Congress.

Disposition: Destroy when 1 year old.

DispAuthNo: N1-59-93-38, item 20

Office of Budget and Appropriations**A280401 Office of Budget and Appropriations - Program Files**

Description: Arranged by subject, country, or regional/functional bureau, and budgetary cycle. Memorandums, Congressional correspondence, reports, notes, briefing materials, speeches and statements, newspaper clippings, and other documentation relating to the formulation of the budget and allocation of appropriations.

Disposition: Permanent. Retire when 3 years old. Transfer to the WNRC when 10 years old. Transfer to the National Archives when 30 years old in 5-year blocks.

DispAuthNo: N1-59-93-39, item 1

A280402 Chronological Files

Description: Extra copies of outgoing correspondence maintained for convenience of reference.

Disposition: Block annually. Destroy when 1 year old.

DispAuthNo: N1-59-93-39, item 2
